

REAL ESTATE ASSESSMENT APPEAL APPLICATION

Fairfax County
Department Of Tax Administration
Real Estate Division
12000 Government Center Parkway
Suite 223
Fairfax, Virginia 22035

Telephone: (703) 222-8234. TTY: (703) 222-7594

E-mail: dtared@fairfaxcounty.gov

Internet: <http://www.fairfaxcounty.gov/dta>



DTA Use Only:

APPEAL NUMBER: _____

Assigned to Appraiser: _____

MAP REFERENCE NUMBER

Plat Number	Sub Div	Block	Parcel or Lot Number

PROPERTY TYPE (circle one)

- | | |
|----------------------------|-----------------------|
| A. Single Family | F. Apartment Building |
| B. Townhouse | G. Industrial |
| C. Duplex | H. Office |
| D. Residential Condominium | I. Shopping Center |
| E. Vacant Land | J. Commercial Condo |
| K. Other (Specify) _____ | |

CURRENT ASSESSMENT INFORMATION

Year: _____

Land Value: _____

Improvement Value: _____

Total Value: _____

APPEAL FORM REVISED 1/06

Owner(s): _____

Property Address: _____

Mailing Address: _____

E-mail Address: _____

I hereby certify the facts contained herein and attached are true and correct to the best of my knowledge and belief.

Given under my hand this _____ day of _____, 20 _____

Printed Name _____

Signature _____

Daytime Phone Numbers: Work: _____ Home: _____

NOTE: If you are not the property owner, you must file an **Original Letter of Authorization** signed by the owner. Signatures must be notarized or must appear on the property owner's letterhead. If you have questions please call (703) 222-8234.

Non-Residential Property Applicants: Applicants with income producing property **must submit** completed copies of the Fairfax County Department of Tax Administration's Annual Income/Expense Survey for the two most recent calendar years, along with applicable rent rolls.

GENERAL INFORMATION

CONSTITUTIONAL BASIS OF ASSESSMENT:

The Constitution of Virginia requires all real estate to be assessed at fair market value, and uniformly with comparable properties. "Fair Market Value" is the price at which the property would sell, given a willing buyer and a willing seller, and where there is no special relationship between buyer and seller. "Uniform" means properties comparable in fair market value should be comparable in their assessed value. To meet these requirements, all property in Fairfax County is assessed annually and assessments are effective January 1 of each year. Administrative appeals are authorized under Sections 58.1 - 3980 and 3981 of the *Code of Virginia as amended*.

ADMINISTRATIVE APPEAL PROCESS:

Upon receipt of an appeal application, the Department of Tax Administration will initiate a review of the total value of the property, to include both the land and improvement portions. Use a separate application for each parcel being appealed. Please complete this form as fully and accurately as possible. However, you may still submit an appeal application even if you are unable to answer all of the questions on this form. Market (sales) data and comparable property assessments will be considered. The assessment of all properties reviewed as a result of this appeal may be affirmed or adjusted upward or downward to establish a fair and equitable assessment of the property. You will be provided with a written notification of the results of the review.

HOW TO RECEIVE ASSISTANCE:

Assessment and sales information is available for your research from four sources:

- 1) Real Property Public Information Counter, Fairfax County Government Center, Suite 357, 12000 Government Center Parkway, Fairfax, Virginia 22035.
- 2) By telephone at (703) 222-8234 Monday through Friday between 8:00 a.m. and 4:30 p.m.
- 3) By the Automated Information System at (703) 222-6740 Monday through Saturday from 7 a.m. to 7 p.m.
- 4) By visiting the Internet assessment information site at: <http://www.fairfaxcounty.gov/dta/re>.

BOARD OF EQUALIZATION:

This is not a Board of Equalization application. To obtain application forms for appealing assessments to the Board of Equalization, please call (703) 324-4891 or log on to <http://www.fairfaxcounty.gov/gov/boe/>. The deadline for filing is June 1. **Property owners applying to the BOE must file by June 1, regardless of the status of their appeal to the Department of Tax Administration. If June 1 falls on a weekend or holiday, the deadline is extended to the next business day.**

APPEALS SHOULD BE BASED ON UNIFORMITY AND/OR MARKET VALUE AS OF JANUARY 1. THE AMOUNT OF CHANGE FROM THE PREVIOUS YEAR'S ASSESSMENT IS NOT A LEGAL BASIS FOR APPEAL.

1) Please provide the following information about your property:

Total number of finished rooms (include finished basement rooms and exclude baths): _____

Total number of bedrooms (include bedrooms in basement): _____

Total number of full baths (3 fixtures – sink, toilet, and shower or tub): _____

Total number of half baths (2 fixtures – sink and toilet only): _____

Number of fireplaces: _____

Number and type of finished rooms in basement. Include approximate square footage of each room (rec room, den, office, bedroom – note: basement bedrooms must have exit window or door and closet): _____

Central air conditioning? Yes ☐ No ☐

List the cost and year completed for additions or remodeling since you purchased this property:

Does the property have the following? (*check all appropriate*)

Public water: ☐ Public sewer: ☐ Natural gas: ☐ Septic: ☐ Well: ☐

2) Reason for appeal: (check all that apply)

- ☐ Not uniform (i.e., your assessment is above or below same/similar properties in same/similar neighborhood)
- ☐ Overvaluation
- ☐ Undervaluation
- ☐ Incorrect characteristic data (i.e., number of baths, fireplaces, etc.)
- ☐ A previously unrecognized condition (land or building)
- ☐ Other

3) Provide a brief explanation for items checked above:

4) Did you purchase your property within the last three years? If so, list the date and sale price:

5) Is your property now listed for sale, or has it been listed within the last three years? If so, at what price and how long was/has it been on the market?:

6) Has your property been professionally appraised (for refinancing, a home equity loan, a relocation, to obtain a loan for purchase, etc.) within the last three years? If so, list the final appraised value, date of appraisal, and include a copy of the complete appraisal form.

7) Based on the information that you have supplied herein, state your opinion of the proper assessment of your property as of

Provide information in the spaces below for properties which you feel are comparable to your property and support your position. Attach additional documentation as necessary. The use of correct and current information is necessary when considering the fairness of your assessment. Please be certain that every comparable property is identified by at least one of the following: Tax Map Reference Number, Street Address, and/or Property Owner(s) Name(s).

(**Note:** Sales information provided should be for sales that occurred **prior to January 1** of the appealed year.)

1. Map Reference #:			
Owner(s):			
Property Address:			
Assessed Value:	Land:	Improvement:	Total:
STATE HOW THIS PROPERTY SUPPORTS YOUR APPEAL (sale price, uniformity, etc.):			

2. Map Reference #:			
Owner(s):			
Property Address:			
Assessed Value:	Land:	Improvement:	Total:
STATE HOW THIS PROPERTY SUPPORTS YOUR APPEAL (sale price, uniformity, etc.):			

3. Map Reference #:			
Owner(s):			
Property Address:			
Assessed Value:	Land:	Improvement:	Total:
STATE HOW THIS PROPERTY SUPPORTS YOUR APPEAL (sale price, uniformity, etc.):			